

# VISITOR PARKING PERMIT

How to purchase utilizing the online parking permit portal



Welcome Account Settings

**Apply for Permit**  
Need a permit? Click here to start the process

Recent Activity

View	<b>Type:</b> Permit <b>ID:</b> 10094 <b>Status:</b> Payment Pending <b>License Plate:</b> HKJHKHKJH	<b>Expiration Date:</b> 4/30/2021 11:59 PM <b>Last Update:</b> 3/12/2021 11:48 AM <b>Last Notification:</b> <b>Last Discussion:</b> <b>View Discussion:</b>
View	<b>Type:</b> Application <b>ID:</b> 100 <b>Status:</b> Application Ready <b>License Plate:</b>	<b>Expiration Date:</b> 6/8/2021 3:04 PM <b>Last Update:</b> 3/10/2021 3:04 PM <b>Last Notification:</b> Permit Application has been Submitted <b>Last Discussion:</b> <b>View Discussion:</b>
View	<b>Type:</b> Application <b>ID:</b> 99 <b>Status:</b> Application Ready <b>License Plate:</b> JUHK	<b>Expiration Date:</b> 3/31/2021 11:59 PM <b>Last Update:</b> 3/10/2021 3:03 PM <b>Last Notification:</b> <b>Last Discussion:</b>

1. To start the application click on the Apply for Permit button



## New application

Application progress - Step 1 of 5 - Address Lookup

Back

### Select Permit Type

Resident Visitor

Next

2. Using the dropdown select the permit type that you want to purchase.

3. After selecting the permit type click the Next button

Home Apply for Permit Discussion 0 Notifications 75 Welcome jleib@mountprospect.d



## New application

Application progress - Step 3 of 5 - Option Selection

[Back](#)

**Permit Options** Status: **New**

Type:	Resident Visit	Zone:	Resident Visitor
Option:	Resident Visitor Pass	License Plate: *	<input type="text"/> <a href="#">Edit</a>
Price:	0.00		
Start Date:	5/30/2023 1:13 PM		
End Date:	6/6/2023 1:13 PM		

**Manage License Plates:** ×

LICENSE PLATE  [Add](#)

1234 ×

[Save](#) [Cancel](#)

[Save And Continue](#)

4. Select Edit to enter the license plate of your visitor.

5. Click Add and enter the license plate number.

6. After the plate number has been entered click Save



# New application

Application progress - Step 3 of 5 - Option Selection

Back

Permit Options Status: **New**

Type:	Resident Visit	Zone:	Resident Visitor
Option:	Resident Visitor Pass	License Plate: *	1234 Edit
Price:	0.00		
Start Date:	06/01/2023 1:48 PM		
End Date:	6/8/2023 1:48 PM		

Save And Continue

7. Select calendar and enter permit start date.

8. Click Save and Continue.



# New application

Application progress - Step 3 of 5 - Option Selection

Back

Permit Options Status: **New**

Type:	Resident Visit	Zone:	Resident Visitor
Option:	Resident Visitor Pass	License Plate: *	1234 <span>Edit</span>
Price:	0.00		
Start Date:	5/30/2023 1:13 PM		
End Date:	6/6/2023 1:13 PM		

Save And Continue

  
**Confirm**  
The application will be saved. Are sure you want to proceed? Choose CONFIRM to proceed or CANCEL to stay.  
CONFIRM CANCEL

9. Click on the Confirm button



# Application: 1441

Application progress - Step 4 of 5 - Provide Documentation

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Permit Options Status: New

Type:	Resident Visit	Zone:	Resident Visitor
Option:	Resident Visitor Pass	License Plate: *	1234 <a href="#">Edit</a> <a href="#">Update</a>
Price:	0.00		
Start Date:	5/30/2023 1:13 PM		
End Date:	6/6/2023 1:13 PM		

## Documentation

Utility Bill	<a href="#">Choose File</a> No file chosen	<span>Mandatory</span>
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Note: You must reside in a multi-family residential building in downtown Mount Prospect to be eligible to purchase Visitor Parking Permit. A copy of a current utility bill will act as proof of residency.

10. Click on Choose File and upload a copy of a recent utility bill in your name with a Mount Prospect address.

11. Once the document has been successfully uploaded you will automatically be returned to the main application dashboard.

Permit Application has been Approved - Message (HTML)

File Message Laserfiche Acrobat Tell me what you want to do...

Ignore X Delete Reply Reply Forward Meeting More  
All

Accreditation To Manager  
Team Email Done  
Reply & Delete Create New

Move Actions Mark Categorize Follow  
Unread Tags

Translate Find  
Select Zoom

Save to Evernote

CaleWebOffice@calesystems.com Leib, Jason 10:31 AM

Permit Application has been Approved

Hello

Your Permit application [105](#) has been approved.

The associated permit [10097](#) is ready to view or pay.

Note: You will receive an email text when your permit application has been submitted. You will receive a second email or text when your permit application has been approved.

13. Click on the link to permit.



### Request Information

Show Ongoing

Type to filter by license plate

 View Action ▾	<b>ID:</b> 1442 <b>Status:</b> <span>Application Ready</span>	<b>License Plate:</b> 1234 <b>Date Submitted:</b> 5/30/2023 3:02 PM <b>Request Type:</b> Resident Visit <b>View Discussion:</b> 
 View	<b>ID:</b> 1441 <b>Status:</b> <span>Complete</span>	<b>License Plate:</b> 1234 <b>Date Submitted:</b> 5/30/2023 1:20 PM <b>Request Type:</b> Resident Visit <b>View Discussion:</b> 
 View	<b>ID:</b> 1440 <b>Status:</b> <span>Complete</span>	<b>License Plate:</b> 12343 <b>Date Submitted:</b> 5/30/2023 1:20 PM <b>Request Type:</b> Resident Visit <b>View Discussion:</b> 

Note: Once you have submitted your permit application you will be returned to the home page. Your submitted application will show a status of Application Ready. When the permit is approved the status will change to Complete.



### Permit Information

Type to filter by license plate

Active

View	<b>ID:</b> <a href="#">10096</a> <b>Status:</b> <span>Active</span> <b>Address:</b>	<b>License Plate:</b> JHI876 <b>Date Submitted:</b> 3/16/2021 3:38 PM <b>Expiration Date:</b> 3/31/2021 11:59 PM <b>Type:</b> Commuter Resident <b>View Discussion:</b>
View	<b>ID:</b> <a href="#">10095</a> <b>Status:</b> <span>Active</span> <b>Address:</b>	<b>License Plate:</b> POM875 <b>Date Submitted:</b> 3/16/2021 3:17 PM <b>Expiration Date:</b> 3/31/2021 11:59 PM <b>Type:</b> Commuter Non-Resident <b>View Discussion:</b>
View	<b>ID:</b> <a href="#">10091</a> <b>Status:</b> <span>Active</span> <b>Address:</b>	<b>License Plate:</b> I876Y <b>Date Submitted:</b> 3/3/2021 3:27 PM <b>Expiration Date:</b> 3/31/2021 11:59 PM <b>Type:</b> Overnight Emerson <b>View Discussion:</b>
View	<b>ID:</b> <a href="#">10090</a> <b>Status:</b> <span>Active</span> <b>Address:</b>	<b>License Plate:</b> OLL9 <b>Date Submitted:</b> 3/3/2021 3:22 PM <b>Expiration Date:</b> 3/31/2021 11:59 PM

Note: Only one license plate can be associated with a permit. If you switch cars for a given day you will need to update the license plate associated with the permit.

1. To change the license plate associated with the permit click on the permit number.